



## **INSTRUCTIONS FOR ACCESSING THE HEALTH ASSESSMENT AND WELLNESS COACHING:**

### **Cigna Healthcare**

#### **To take the online health assessment:**

1. Log onto [www.myCIGNA.com](http://www.myCIGNA.com) and log in using your User ID and Password, and then select "Go." If you are not yet registered for [www.myCIGNA.com](http://www.myCIGNA.com), you will need to do that first: a. On the [www.myCIGNA.com](http://www.myCIGNA.com) log in screen, in the bottom-left menu, select "Register." b. Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password.
2. Once logged in, on the right side of the first page, you'll see a box labeled "I want to...." Select the link that says "Take *my health assessment*." If you can't find this link, select the tab near the top-left of the page called "My Plans," and then select the sub-tab labeled "Medical." Now, again look on the right side of the page for a box labeled "I want to...." Select the link that says "Take *my health assessment*."
3. On the next page, select your name. A new window will open to the *my health & wellness center* log-in page.
4. On the log-in page, under "New Users," select "Register for *my health & wellness center*."
5. Follow the registration instructions and complete all required fields.
6. When registration is complete, the next page will be the *my health & wellness center* home page.

#### **To utilize an online wellness program:**

1. Log onto [www.myCIGNA.com](http://www.myCIGNA.com) and log in using your User ID and Password, and then select "Go." If you are not yet registered for [www.myCIGNA.com](http://www.myCIGNA.com), you will need to do that first: a. On the [www.myCIGNA.com](http://www.myCIGNA.com) log in screen, in the bottom-left menu, select "Register." b. Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password.
2. Click on the "My Health " tab
3. Click *Personal and Online Coaching Programs*
4. Under *Lifestyle Management*, click on the program in which you wish to enroll. Scroll to the bottom of this screen for the registration tool.

To register for telephonic health coaching:

Call the number on the back of your member ID card



## **UnitedHealthcare**

### **To take the online health assessment:**

1. Log in or register on [www.myuhc.com](http://www.myuhc.com)
2. Click on the "Health and Wellness" Tab
3. Register on the Health and Wellness site
4. On the homepage, take the health assessment first by clicking on the "I Am" section. By completing the health assessment, you will be automatically enrolled in the Online Programs specific to your health, based on your responses to the health assessment questions.
5. Upon completion of the health assessment, you will see a page with the following message:
  - a) Health Assessment Completion Certificate (including date, time, and record locator number)
  - b) Click on the option to "print out this page" for evidence of health assessment participation.
6. If for any reason you failed to print out this page after completing your health assessment, you may log back in to [myuhc.com](http://myuhc.com), "Health and Wellness tab, on the home page, go to the "I am" section, click on the red button to view your Health Assessment results, scroll to the bottom and click "continue", then click on the option to "Print out this page".

### **To enroll in an online wellness coaching program:**

1. Log in or register on [www.myuhc.com](http://www.myuhc.com)
2. Click on the "Health and Wellness" Tab
3. Register on the Health and Wellness site (if you haven't already)
4. To enroll in a new Online Program, go to the "I Do" section and choose the Online Program of your choice.
5. Complete any 12 action items or activities within the Online Program you choose. Once you have completed the activity, click on the "I have completed this" icon to the upper right.
6. To receive credit for completing an Online Program you must complete at least 12 activities and make 5 weekly Tracker entries.
7. You can check your progress towards completing an Online Program by using the Progress Page in the "I Do" section. Progress bars will show you the number of activities and tracker entries you've completed and how many remain.
8. Once you've completed the required activities, you will see the following message: Congratulations! You've completed enough health activities to hit the next milestone in your program.
9. You may right click and print this message page to submit as proof of completion and retain a copy for your record.

**To register for a telephonic wellness coaching program: Call the number on the back of your member ID card or 800-478-1057.**

***If you have trouble with the UHC Health Assessment or UHC Wellness Information, please contact***

**Customer Support at 1-877-818-5826**